

~~SECRET~~

8 January 1963

MEMORANDUM FOR: <sup>25X1</sup>

SUBJECT : Document Division, CR

1. The number of collateral intelligence information reports received by the OCR Document Division and the number of copies needed of each report are controlled by the several offices of CIA and the USIB agencies and not by OCR.
2. These reports are written and distributed as a direct result of specific and general collection requirements levied on the USIB Collection Organization. To cut down on the volume of these reports would require revision of collection requirements and specific instructions to the Collection Organization.
3. The number of copies of these reports received by the OCR Document Division vary from 1 to 16 for non-CIA reports. The copies are disseminated for retention or on routing to those offices in accordance with their dissemination requirements. We are presently reproducing between 40 and 50 thousand pages each month of these reports to meet dissemination requirements - a lot of the reports being received in single copy. The number of copies received have been set at a minimum to meet the requirements of the offices we service.
4. The number of SPINT teletypes received - the entire NSA production - are also the result of the requirements of the several CIA offices. We have noted that about a fourth of these messages are later received in hard copy and are complete duplicates. These we feel could be eliminated with a savings of an estimated 2 persons in our Special Dissemination Section - or the elimination of some 80 hours of overtime each week.
5. It would appear that the present system of transmitting the SPINT messages by TWX printers might well be handled by Signal Center reproduction and tube delivery with a savings in overall cost.

25X1

Chief, Document Division